



AGENDA

Tenant Meeting

Anchorage Federal Building/US Courthouse

June 7, 2011

8:30 am – 11:00 am

Meeting called by James Byers, Building Manager

Introductions: 12 members were in attendance

Announcements:

Seventh Avenue closure June 9, 2011. The 7th Ave Street, between A Street and C Street will be closed Thursday, June 9, 2011, periodically from 12 noon to 5PM. There will be a crane positioned on 7th Ave to install a component of the new chiller system.

GSA New Office Days, Pilot Project. The GSA office continues to use the pilot program we initiated several weeks ago by closing our office on Fridays. You still can call our front desk and someone will work with you. Most of our people work at home on Friday's and can be contacted by phone or by email.

Nursing Mothers. A hand out was distributed to attendees from the GSA Director of Occupancy Administration Division Office of Facilities Management and Services Program. **See attached document.** This memorandum covers questions and answers on the subject of Nursing Mother Space in Federal and Lease Space.

New RWA Form: Effective April 1, 2011, all tenants using the RWA form are required to use the updated form. **See attached.** For questions about this form, please contact Marcy Pallotta, 253-931-7678, or Nancy Naumann, 907-271-3022.

Electronic Handbook: Dan Pace, GSA Region 10, Program Analyst, Auburn, Washington gave a welcome and general overview of the new web site.

- Introduction to system
- Questions/comments

****** For those interested in watching a demonstration of the new site, reported to the GSA office, Room 151 at 9:30am for a briefing and demonstration by Dan Pace. Questions, suggestions and comments from the review will be compiled and responded too by Mr. Pace at a later date.

Ongoing building Projects:

- ARRA; Chiller replacement. The chiller project continues to be completed. We are expected to receive a huge energy savings as a result of this project.

Upcoming Projects/Events:

- Reseal building. This will probably be the last major energy saving project GSA will do which will benefit this facility in a large scale. The remaining savings will have to come from you and me.
- Creating a Green Team. Several people signed up to be on this team. A meeting and plan will come at a later date.

Cafeteria Services: Rick Renaud. Rick, the owner of the cafeteria operation gave a quick overview of his operation, and some of the guidelines he falls under. Rick explained he falls under the Randolph Shephard Act, JWOD and NISH, both which are job training programs, because he is disabled. His company manages the food service for this facility, the State Nesbit Courthouse, the Anchorage National Guard Armory, and the Juneau Federal Building. His company works closely with the State Business Enterprise Program for the disabled to train candidates to compete in the food service world. Rick can be contacted by calling 569-0091.

Questions and Answers:

1. FAA submitted a concern about the blinds installed in the cafeteria. The concern is the blinds block off too much of the sunlight coming into the cafeteria. We will look into this issue and come up with a plan which will satisfy FAA's concerns.
2. Feds Feed Families Food Drive runs from June 1 – August 1, 2011. Barrels will be placed in the building within the next 2 weeks.
3. It's that time of the year. Please let GSA know how many phone books your agency need. It is our goal to reduce the amount of books used in this building in order to save energy.

The next tenant meeting is tentatively scheduled to take place in September.